

Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure (4863-20)

Qualification handbook
500/5936/1

www.cityandguilds.com
March 2009
Version 1.0



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City & Guilds

1 Giltspur Street

London EC1A 9DD

T +44 (0)20 7294 2800

F +44 (0)20 7294 2400

www.cityandguilds.com

centresupport@cityandguilds.com

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1 Introduction to the qualification

This document contains the information that centres need to offer the following qualification:

Qualification title and level	Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure
City & Guilds qualification number	4863-20
Ofqual accreditation number	500/5936/1
Last registration date	31/12/2010
Last certification date	31/12/2012

The Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure (4863-20) aims to:

- meet the needs of candidates who work or want to work as coaches, recreational assistants, playworkers etc in the Sport and Active Leisure sector
- allow candidates to learn, develop and practise the skills required for employment and/or career progression in the relevant sub-sectors (coaching, Playwork, outdoors, leisure recreation) within the Sport and Active Leisure Sector
- serve as a technical certificate in the Sport and Active Leisure Apprenticeship Framework.

Specialist Learning (SL) offers young people the opportunity to study a particular topic in more depth or broaden their studies through complementary learning. This qualification is currently awaiting approval as SL from SkillsActive and OfQual for the Diploma in Sport and Active Leisure. For further information please contact **sport@cityandguilds.com**

1.1 Qualification structure

To achieve the Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure, learners must achieve **7 credits** from the **mandatory** unit.

Accreditation unit reference	City & Guilds unit number	Unit title	Mandatory/ optional for full qualification	Credit value
K/502/2996	Unit 201	Working with Participants with Disabilities in Sport and Active Leisure	Mandatory	7

1.2 Opportunities for progression

On completion of this qualification candidates may progress into employment or to the following City & Guilds qualifications:

Employment roles:

- Sports Coach
- Leisure Centre Assistant
- Playworker
- Horse Riding Holiday Centre Ride Leader
- Health and Fitness Instructor
- Outdoor Activity Instructor
- Supervisor/Team Leader
- Youth and Community Worker

City & Guilds qualifications:

The Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure will provide a vast amount of opportunities for progression pathways through to the following qualifications. The level of progression will be dependent on candidates' existing qualifications gained prior to gaining this Award:

- L2 NVQ in Activity Leadership
- L2 NVQ in Coaching
- L3 NVQ in Coaching
- L2 NVQ in Instructing Exercise and Fitness
- L3 Certificate in Industry and Organisational Awareness
- L3 NVQ in Instructing Exercise and Fitness
- L3 NVQ in Leisure Management
- L3 NVQ in Outdoor Education
- L2 NVQ in Playwork
- L3 NVQ in Playwork
- Progression routes through to Spectator Safety qualifications

This qualification will also act as CPD, furthering skills and knowledge and assist with creating an inclusive sustainable infrastructure for Sport and Active Leisure.

1.3 Qualification support materials

City & Guilds also provides the following publications and resources specifically for this qualification:

Description	How to access
Assessment pack	www.cityandguilds.com/sport (stock code EN-20-4863)
Fast-track approval form	www.cityandguilds.com/sport

2 Centre requirements

This section outlines the approval processes for Centres to offer this qualification and any resources that Centres will need in place to offer the qualifications, including qualification-specific requirements for Centre staff.

Centres already offering City & Guilds qualifications in this subject area

Centres approved to offer the qualifications in Coaching, Operational Services, Playwork, Activity Leadership and Exercise and Fitness at Level 2 may apply for approval for the new Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure (4863-20) using the **fast-track approval form**, available from the City & Guilds website.

Centres may apply to offer the new qualification using the fast-track form:

- providing there have been no changes to the way the qualifications are delivered, and
- if they meet all of the approval criteria specified in the fast-track form guidance notes.

Fast-track approval is available for 12 months from the launch of the qualification. After this time, the qualification is subject to the **standard** Qualification Approval Process. It is the centre's responsibility to check that fast-track approval is still current at the time of application.

Existing centres wishing to offer this qualification must use the **standard** Qualification Approval Process.

2.1 Resource requirements

Physical resources and site agreements

Centres must provide access to sufficient equipment in the centre or workplace to ensure candidates have the opportunity to cover all of the practical activities.

Human resources

Staff delivering this qualification must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be technically competent in the area for which they are delivering training and/or have experience of providing training. This knowledge must be at least to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- be occupationally knowledgeable in the area of working with participants with disabilities for which they are delivering training. This knowledge must be at least to the same level as the training being delivered
- have credible experience of providing training.

Centre staff may undertake more than one role, eg tutor and assessor or internal verifier, but must never internally verify their own assessments.

Assessors and internal verifiers

While the Assessor/Verifier (A/V) units are valued as qualifications for centre staff, they are not currently a requirement for the qualification.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and verification, and that it takes account of any national or legislative developments.

2.2 Candidate entry requirements

Candidates should not be entered for a qualification of the same type, content and level as that of a qualification they already hold.

It is expected that candidates should hold a Level 2 qualification in activity leadership, coaching, Playwork or leisure or equivalent in order to complete the qualification satisfactorily.

Without evidence of formal qualifications, candidates must be able to demonstrate adequate prior knowledge and experience to ensure they have the potential to gain the qualification successfully.

As part of the assessment for this qualification, candidates must have access to a work setting/placement with participants with disabilities.

Age restrictions

This qualification is not approved for use by candidates under the age of 16, and City & Guilds cannot accept any registrations for candidates in this age group.

3 Units

Availability of units

The learning outcomes and assessment criteria are also viewable on the National Database of Accredited Qualifications (NDAQ) www.accreditedqualifications.org.uk

Structure of units

The unit in this qualification is written in a standard format and comprises the following:

- City & Guilds reference number
- title
- level
- credit value
- unit aim
- relationship to NOS, other qualifications and frameworks
- endorsement by a sector or other appropriate body
- information on assessment
- learning outcomes which are comprised of a number of assessment criteria.

Summary of units

City & Guilds unit number	Title	QCF unit number	Credits
201	Working with Participants with Disabilities in Sport and Active Leisure	K/502/2996	7

Unit 201

Working with Participants with Disabilities in Sport and Active Leisure

Level: 2

Credit value: 7

Unit aim

This unit is aimed at those who work/wish to work with disabled participants within the Sport and Active Leisure industry. This qualification is specifically designed to enhance individual skills and knowledge, providing confidence to provide an inclusive environment when delivering sporting activities, and ultimately improving the performance of disabled athletes.

Learning outcomes

There are **three** outcomes to this unit. The candidate will be able to:

- 201.1 Describe the key issues which affect participants with disabilities
- 201.2 Review safe working practices
- 201.3 Lead sport and leisure activities for participants with disabilities

Guided learning hours

It is recommended that **60** hours should be allocated for this unit. This may be on a full-time or part-time basis.

Connections with other qualifications/units

This unit contributes towards the knowledge and understanding required for the following units:

- D24 - enable people with disabilities to take part in activities
- D442 - adapt a physical activity programme to the needs of disabled clients.

Key Skills

This unit contributes towards the Key skills in the following areas:

- Communication
- Working with others
- Improving own learning and performance
- Problem solving

Assessment and grading

This unit will be assessed by:

- an assignment covering practical skills and knowledge

Unit 201

Working with Participants with Disabilities in Sport and Active Leisure

201.1

Describe the key issues which affect participants with disabilities

Underpinning knowledge

The candidate will be able to:

- 1 outline **key considerations** when working with participants with **disabilities/impairments**
- 2 describe the **models of disability**
- 3 outline **barriers** to participation for people with disabilities
- 4 describe the **pathways** in which participants with disabilities can be included in sport and leisure activities
- 5 describe **examples of sport and leisure activities** that can be accessed by participants with disabilities
- 6 outline the purpose of **key organisations** associated with disability in Sport and Active Leisure in the UK
- 7 outline the **main acts of parliament and practices** that relate to working with participants with disabilities
- 8 explain how **facilities** may be adapted for participants with disabilities in the Sport and Active Leisure Industry.

Range

Key considerations

Environmental, physical, social, educational, medical

Disabilities/impairments

Physical impairments, sensory impairments, deaf people, people with learning difficulties/disabilities, people who use mental health services, people with restricted growth conditions, Neuro Diversity

Recognised model of disability

Social, cultural, medical, and any other model relevant to the participants with disabilities, history of the social model, attitudes and discrimination, difference between disability and impairment, removal of barriers, use of correct languages as chosen by participants with disability

Barriers

Real: inaccessible information, inaccessible buildings, inaccessible transport, inflexible organisational procedures and practices, previous disabling barriers (eg attendance at special school), lack of training

Perceived: prejudice and stereotypes

Pathways

Main stream activities, adapted specific sport activities

Main acts of parliament and practices

Acts of parliament: Disability Discrimination Act 1995, Children Act 1989, Health and Safety at Work act 1974

Practices: English Federation of Disability Sport (EFDS), Federation of Disability Sport Wales (FDSW), Disability Sport Northern Ireland (DSNI), Scottish Disability Sports (SDS), Disability Sport Events (DSE), Paralympics GB, British Blind Sports, Mencap Sport

Examples of sport and leisure activities

Archery, athletics, sitting volleyball, wheelchair sports, badminton, boccia, cricket, canoeing, goalball, fencing, curling, sledge hockey, snooker, paddleboard, swimming, tri-golf, polybat, rounders, tag rugby, zone hockey

Key organisations

Commission for Human Rights, English Federation of Disability Sport (EFDS), Federation of Disability Sport Wales (FDSW), Disability Sport Northern Ireland (DSNI), Scottish Disability Sports (SDS), Disability Sport Events (DSE), Paralympics GB, British Blind Sports, Mencap Sport, Dwarf Athletics Association UK, UK Deaf Sport, CP Sport, Wheel Power, Sport England, UK Sport

Facilities

Leisure centres, community centres, community youth clubs, sports clubs, schools and colleges, outward bound centres

Unit 201

Working with Participants with Disabilities in Sport and Active Leisure

201.2

Review safe working practices

Practical skills

The candidate will be able to:

- 1 follow health and safety procedures
- 2 carry out **risk assessments**
- 3 review **EOPs/NOPs (Emergency Operational Procedures/Normal Operational Procedures)**.

Underpinning knowledge

The candidate will be able to:

- 1 identify potential additional **health and safety issues** where working with participants with disabilities
- 2 identify additional **hazards** that may need to be considered when working with participants with disabilities
- 3 explain the **importance** of carrying out a risk assessment
- 4 outline the key stages of a **risk assessment**
- 5 describe **procedures for controlling the risk** arising from hazards
- 6 identify **key features of EOPs/NOPs (Emergency Operational Procedures/Normal Operating Procedures)**
- 7 describe the **types of specialist equipment** that may be required for participants with disabilities
- 8 explain the importance of reviewing health and safety practices.

Range

Health and safety issues

Communication methods (verbal and non-verbal), PAR-Q information, adaptation, clothing, footwear, resources, venue

Hazards

Environment, type of activity/process, equipment, human factor (participants, helpers, leader/coach, customers)

Importance

Legal requirement (consultation – make collective judgement and collate, risk assessor must be competent, review the risk assessment, check for control measures, supervision and training), safety of participants

Risk assessment

Hazard, risk, who it affects, review existing procedures, likelihood/probability, level of risk, control, record findings, review assessment

Procedures for controlling the risk

Adaptation, modification, control measures

Key features of EOPs/NOPs

Key emergency procedures, evacuation time, access to exit routes, specialist equipment for evacuation, addressing individual needs, willingness to evacuate, evac chairs, ratio supervision, training

Types of specialist equipment

Access ramps, access systems, grab rails and support, emergency chairs, counter shelves, signs and labels, lockers, strobes, toilet alarms, washroom compliance kits, hearing induction loops, wheelchairs, oxygen tanks

Unit 201

Working with Participants with Disabilities in Sport and Active Leisure

201.3

Lead sport and leisure activities for participants with disabilities

Practical skills

The candidate will be able to:

- 1 prepare to deliver sport and leisure activities to participants with disabilities
- 2 deliver sport and leisure activities to participants with disabilities
- 3 communicate effectively with participants with disabilities
- 4 use **resources** effectively with participants with disabilities
- 5 review sport and leisure activities

Underpinning knowledge

The candidate will be able to:

- 1 outline the **considerations** when preparing to deliver sport and leisure activities for participants with disabilities
- 2 outline the importance of **profiling**
- 3 outline communication issues that may arise when working with participants with disabilities
- 4 identify **communication skills and methods** that may be required to work effectively with participants with disabilities
- 5 describe types of **resources** that may be required to deliver effective sport and leisure activities for participants with disabilities
- 6 outline the **importance of feedback and evaluation**
- 7 outline **key features** of an effective session.

Range

Considerations

Sourcing and setting up of appropriate equipment, appropriate appearance, warm-up, cool-down, motor development drills, involvement of support staff, positioning, group management, effective communication, improvisation, timing (including recovery/rest periods), demonstrations, officiating and scoring, reinforcement and feedback, questioning and review, closing down the session, evaluation

Profiling

Obtaining clients details (personal, medical, sport-specific classification)

Communication skills and methods

Communicate with participants rather than the carers/supporters, voice projection, voice tone, hand gestures, body language, visual, written, verbal, pictorial, sign language as appropriate, helpers, appropriate tactile communication, empathy/tolerance

Resources

Sport-specific equipment (eg size, colour, weight, texture), venue (eg goalball court), support staff, adaptive equipment where required (eg wheelchairs), clothing (eg seat pads for sitting volleyball)

Importance of feedback and evaluation

Review self and the participants' needs, objectives, expected outcomes and safety considerations have been met, enhance future sessions, self-development (CPD), future considerations and adaptations required

Key features

Fun, well delivered and organised inclusive experience, originality, interesting and engaging activities, maximum participation, enthusiastic session leader/coach, adapted to suit (numbers, age, gender, abilities/disabilities), application of SMART objectives, full use of appropriate sports equipment

4 Assessment

4.1 Summary of assessment methods

For this qualification, candidates will be required to complete the following assessments:

- **one** assignment for **each** mandatory unit.

City & Guilds provides the following assessments:

- Assignments containing tasks that require demonstration of knowledge and practical skills.

4.2 Time constraints

The following time constraints must be applied to the assessment of this qualification:

- all assignments must be completed and assessed within the candidate's period of registration; centres should advise candidates of any internal timescales for the completion and marking of individual assignments.

4.3 Assignments

Level 2 Award in Working with Participants with Disabilities in Sport and Active Leisure Assessment pack (stock code EN-20-4863).

5 Course design and delivery

5.1 Initial assessment and induction

Centres will need to make an initial assessment of each candidate prior to the start of their programme to ensure they are entered for an appropriate type and level of qualification.

The initial assessment should identify:

- any specific training needs the candidate has, and the support and guidance they may require when working towards their qualification. This is sometimes referred to as diagnostic testing.

City & Guilds recommends that centres provide an induction programme to ensure candidates fully understand the requirements of the qualification they will work towards, their responsibilities as a candidate, and the responsibilities of the centre. It may be helpful to record the information on a learning contract.

Further guidance about initial assessment and induction, as well as a learning contract that centres may use, are available on the City & Guilds website.

5 Course design and delivery

5.2 Recommended delivery strategies

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Centres may design course programmes of study in any way which:

- best meets the needs and capabilities of their candidates
- satisfies the requirements of the qualification.

For further information to assist with the planning and development of the programme, please refer to the assignment in the Assessment pack (stock code EN-20-4863).

Appendix 1 Key/Core skills mapping

The qualification provides opportunities to gather evidence for the accreditation of Key/Core skills as shown in the table below. However, to gain Key/Core Skills certification the Key/Core Skills would need to be taken as additional qualifications.

Unit number/ and title	Communication	Application of Number	Information Technology
201 Working with Participants with Disabilities in Sport and Active Leisure	✓	✓	✓

Unit number/ and title	Problem Solving	Improving own learning and performance	Working With Others
201 Working with Participants with Disabilities in Sport and Active Leisure	✓	✓	✓

Appendix 2 The wider curriculum

Candidates taking this qualification may also have the opportunity to gather evidence towards citizenship and personal, social and health education

Identification of opportunities for evidence generation of spiritual, moral, ethical, European development, Environmental education and Health and Safety

Unit No and Title	Spiritual, moral, ethical, social and cultural	European development	Environmental education	Health and safety
201 Working with Participants with Disabilities in Sport and Active Leisure	✓	✓	✓	✓

Appendix 3 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centres and Training Providers homepage** on **www.cityandguilds.com**.

Providing City & Guilds Qualifications – A Guide to Centre and Qualification Approval

contains detailed information about the processes which must be followed and requirements which must be met for a centre to achieve **approved centre** status, or to offer a particular qualification. Specifically, the document includes sections on:

- the centre and qualification approval process and forms
- assessment, verification and examination roles at the centre
- registration and certification of candidates
- non-compliance
- complaints and appeals
- equal opportunities
- data protection
- frequently asked questions.

Ensuring Quality contains updates and good practice exemplars for City & Guilds assessment and policy issues. Specifically, the document contains information on:

- management systems
- maintaining records
- assessment
- internal verification and quality assurance
- external verification.

Access to Assessment & Qualifications provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **centre homepage** section of the City & Guilds website also contains useful information such on such things as:

- ***Walled Garden***
Find out how to register and certificate candidates on line
- ***Qualifications and Credit Framework (QCF)***
Contains general guidance about the QCF and how qualifications will change, as well as information on the IT systems needed, and FAQs
- ***Events***
Contains dates and information on the latest Centre events.

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Useful contacts

Type	Contact	Query
UK learners	T: +44 (0)20 7294 2800 E: learnersupport@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
International learners	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intcg@cityandguilds.com	<ul style="list-style-type: none"> • General qualification information
Centres	T: +44 (0)20 7294 2787 F: +44 (0)20 7294 2413 E: centresupport@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Registrations/enrolment • Certificates • Invoices • Missing or late exam materials • Nominal roll reports • Results
Single subject qualifications	T: +44 (0)20 7294 8080 F: +44 (0)20 7294 2413 F: +44 (0)20 7294 2404 (BB forms) E: singlesubjects@cityandguilds.com	<ul style="list-style-type: none"> • Exam entries • Results • Certification • Missing or late exam materials • Incorrect exam papers • Forms request (BB, results entry) • Exam date and time change
International awards	T: +44 (0)20 7294 2885 F: +44 (0)20 7294 2413 E: intops@cityandguilds.com	<ul style="list-style-type: none"> • Results • Entries • Enrolments • Invoices • Missing or late exam materials • Nominal roll reports
Walled Garden	T: +44 (0)20 7294 2840 F: +44 (0)20 7294 2405 E: walledgarden@cityandguilds.com	<ul style="list-style-type: none"> • Re-issue of password or username • Technical problems • Entries • Results • GOLLA • Navigation • User/menu option problems
Employer	T: +44 (0)121 503 8993 E: business_unit@cityandguilds.com	<ul style="list-style-type: none"> • Employer solutions • Mapping • Accreditation • Development Skills • Consultancy
Publications	T: +44 (0)20 7294 2850 F: +44 (0)20 7294 3387	<ul style="list-style-type: none"> • Logbooks • Centre documents • Forms • Free literature

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Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2800
F +44 (0)20 7294 2400
www.cityandguilds.com

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